

6/7/2021 SBO Email – Sent to State Agency, K12, DTCC & DSU employees who are enrolled in a DSS plan for July 1

Email Subject Line: ACTION REQUIRED: Complete a Double State Share Verification Form

Dear Benefit-Eligible Employee,

As a State employee enrolled in one of the State of Delaware's Double State Share health plans, you **MUST** complete a Double State Share (DSS) Verification Form **EACH YEAR** to confirm eligibility for continued coverage. **Failure to complete the Double State Verification Form may result in loss of eligibility for enrollment in a Double State Share plan.**

NOTE: The DSS Verification Form is separate from the Spousal Coordination of Benefits Form.

What You Need To Do By June 21, 2021:

1. Verify your DSS eligibility by completing the DSS Verification Form. One form must be completed for each contract of health plan coverage. (If you and your spouse are enrolled in separate health plans, each of you will need to complete the form). The DSS Verification Form can be found at <https://dhr.delaware.gov/benefits/dss/index.shtml>.
2. Complete the form **no later than June 21, 2021**. Upon completion of the Form, you will receive an email confirmation. Retain this confirmation for your records.

Have questions? Please contact the Statewide Benefits Office at 1-800-489-8933 or benefits@delaware.gov.

Best of Health,

The Statewide Benefits Office

Phone: 1-800-489-8933

Email: benefits@delaware.gov

Website: de.gov/statewidebenefits

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